

OPERATIONS AND EVENTS SUPERVISOR

Class Definition

Under direction, plans, organizes, and directs the work of personnel engaged in event planning and coordination for Convention Center activities.

Distinguishing Characteristics

Operations and Events Supervisor is a single position supervisory class assigned to the Operations Division of the Convention Center. The incumbent assists in the day-to-day administration of the division and supervises event and technical operations for a variety of events and activities. This class is distinguished from Senior Events Specialist in that incumbents of the latter provide scheduling and coordination services for specific events. It differs from the Convention Center Manager, in that the incumbent of the latter has responsibility for directing the activities and programs of the division.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Directs the day-to-day activities of the Convention Center Operations Division.

Assists the Convention Center Manager with budget preparation, review, and control.

Directs the operation of the parking facilities for the Convention Center complex.

Evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Oversees contract negotiations and approves billings by contractors for part-time services for various Convention Center events.

Supervises maintenance, repair, and mechanical area personnel in the absence of maintenance supervisors.

Oversees miscellaneous capital projects for repair, maintenance, and upgrading of facilities.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the technical aspects of a convention center or multipurpose entertainment facility operation.

Knowledge of fire and safety regulations affecting safety of the public.

Knowledge of the needs of various types of events scheduled at a convention center or multipurpose entertainment facility.

Knowledge of the techniques and procedures used in the setup and arrangements of accommodations for the Convention Center and Conference Center.

Knowledge of the principles and practice of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of the principles and procedures of municipal budget preparation and administration.

Ability to plan, organize, and direct the work of subordinate staff.

Ability to analyze complex problems and make appropriate recommendations as to their solutions.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted during the course of business.

Minimum Qualifications

Graduation from an accredited college or university with major course work in public administration, business administration, recreation administration, or closely related field; and two years of supervisory experience in a large multipurpose entertainment or public use facility. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director

DATE: _____